

## EMPL – Employment History

This screen is used to add or display employment history information for a specific person.

```
CAFSEMP      EMPLOYMENT HISTORY      04/10/2007      14:25
USER ID : CS4566      MODIFY      PAGE NO: 1
CAPS ID : 00010946      00      NAME: MAHONEY, SEAN

TO SELECT, A=ADD, M=MODIFY OR D=DELETE
SEL
- PROVIDER NUMBER : 0007109 001
  NAME : MAHONEY S      PHONE: 406 442-1155
  ADDR1: 1045 N MONTANA AVE      START DATE: 06/01/1996
  ADDR2:      END DATE: 99/99/9999
  CITY : HELENA      STATE: MT      ZIP CODE: 59601 - 3575
  OCC: ASSOCIATED WITH FACILITY
  INCOME:      STATUS:
  HOURS PER MONTH:
- PROVIDER NUMBER :
  NAME : GRIMES MOTORS      PHONE: 406 439-1098
  ADDR1: 2085 HWY 12 SOUTH      START DATE: 03/15/2005
  ADDR2:      END DATE: 99/99/9999
  CITY : HELENA      STATE: MT      ZIP CODE: 59601 -
  OCC: MECHANIC
  INCOME: 21.75H/COMM.      STATUS: FT FULL-TIME
  HOURS PER MONTH:

PATH:
```

**Field Descriptions** (F12) indicates code lookup is available.

### *CAPS ID* (F12)

Enter the CAPS ID of the person you wish to add or view employment details for.

### *NAME*

This field will display the name of the person whose ID is entered in the CAPS ID field.

### *SEL*

Enter “A” if you want to add employment details, “M” if you want to modify employment details or “D” if you want to delete employment details.

### *PROVIDER NUMBER*

This field will display the provider/facility number if the person is associated with a licensed facility. This information is defaulted from the PRPL (Provider Person List) screen. *The rest of the provider information will also be listed and this information is not modifiable.*

*NAME*

Enter the name of the employer.

*PHONE*

Enter the phone number for the employer. You must enter the area code.

*ADDR1*

Enter the address for the employer.

*START DATE*

Enter the date the person began employment.

*ADDR2*

Enter additional address details, such as “in care of” information.

*END DATE*

Enter the date the person left employment.

*CITY*

Enter the city where the employer is located.

*STATE (F12)*

Enter the state where the employer is located.

*ZIP CODE*

Enter the zip code for the employer’s address.

*OCC*

Enter the person’s occupation with the employer.

*INCOME*

Enter income information such as rate and period of time (for example \$25/hr or \$1500/mo.) Use salary (before deductions) per month if possible.

*STATUS (F12)*

Enter the person’s employment status.

**Additional Information**

Provider employment information cannot be modified or deleted on the EMPL screen. These details must be modified or deleted on the PRPL (Provider Person List) screen.